Last Updated: September 5, 2012

Submittal Checklist for Engineering Report/Environmental Information Document (Revised Report Submittal)

(Revised: 9/5/2012)

This checklist must accompany each submittal of a revised Engineering Report/Environmental Information Document that you make to the Facilities Evaluation Unit (FEU). If your submittal does not include this checklist, then the project will be returned to you. Unless otherwise instructed, complete all sections.

A. Basic Information

Project Name:

Revision: First Second Third Fourth ☐

Number of Copies Submitted: 3 ☐ 6 ☐ Other | If Other, specify number of copies:

B. Engineering Report/Environmental Information Document

Engineering Report

If your submittal is an ER/EID, complete this part only and sign in Part E. If your submittal is not an ER/EID, skip to Part C. Check the boxes only after you have ensured that your Engineering Report contains the following. If parts are missing, including a PE seal on the report, it will be returned without a review.

- PE Seal
- Front Matter (Table of Contents, List of Figures, List of Tables, List of Appendices)
- Executive Summary
- Project Description
- Current Situation
- Future Situation
- Alternatives Description†
- Present Worth Analysis
- Alternatives Analysis†
- Revenue and User Fee Analysis (if applicable)
- Appendices

†Under the currently available 2005 guidance the Alternatives Description and Alternatives Analysis are considered to be one under the heading Alternatives Analysis.

Environmental Information Document

Check the boxes only after you have ensured that your Environmental Information Document contains the following. If parts are missing, it will be returned without an environmental review.

- Project Description
- Purpose and Need
- Existing Environment
- Environmental Consequences
- Discussion of Secondary and Cumulative Impacts
- Mitigative Measures
- Environmental Justice
- Project Location Map
- Appendices

C. Engineering Report Amendment

Complete this part *only* if you are submitting an ER amendment. Then sign Part E. Check the boxes only after you have ensured that your Engineering Amendment contains the following. If parts are missing, it will be returned to you without a review.

- PE Seal and signature
- Summary, Conclusion and Recommendation
- Project Description
- Justification
- Cost Effectiveness
- User Fee Analysis
- Environmental Corridor

D. Additional Information

(Provide any additional information that the Facilities Information may need to be made aware of during reviews. Example: Deadlines related to other funding.)

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E. Signature	
(Sign after completing form.)	
This submittal checklist has been completed and is, to the best of my knowledge, accurate.	
Signature:	**Date:**

For FEU Use Only	
Date Received:	Received by: